

Community Development Commission

April 22, 2004

To: Each Deputy

From: Carlos Jackson, Executive Director

SUBJECT: COMMISSION HEADQUARTERS BUILDING ACQUISITION

The Commission's Headquarters building, which we've occupied since March 1995, at 2 Coral Circle in Monterey Park has its initial lease term expiring in March 2005. Commission staff, working closely with the CAO Real Estate Division, conducted a search in the small cities and unincorporated County areas for properties, which are for lease or for sale, to replace the current Headquarters building. The search identified one primary candidate located at 12009 Telegraph Road, adjacent to the existing Assisted Housing Division building in the City of Santa Fe Springs. The Commission sought to enter into negotiations with Sonnenblick Del Rio, LLC, to acquire the property through a 30-year capital lease. Unfortunately, the firm was unable to perfect site control and the project timing became infeasible.

The Commission is negotiating to exercise a five-year lease option at the existing Headquarters building and will bring this to the Board for approval later this year. This extension will provide the Commission adequate time to seek proposals for an existing or build-to-suit replacement building for its Headquarters. The Commission is currently preparing a Request for Proposals (RFP) for acquisition of a new Headquarters building. I will continue to keep you informed as we proceed through the RFP process.

Should you have any questions or need further information, please call Bobbette A. Glover, Assistant Executive Director at (323) 890-7402, or Michael Popwell at (323) 890-7195.

CJ:CC:sm

c: David E. Janssen, CAO